

**Fiscal Year 2019 Reappointment Guidelines**

* Submit termination EPAFs that are terminating 6/30/18 or earlier
  + If the employee is working beyond 7/01/18 for a short time, the FY19 Reappointment EPAF needs to be applied prior to the Term EPAF
* Starting in Fiscal Year 2019, the Budget Office will process reappointment EPAFs for ALL employees that have **under 9000** PCNs with both **.00 and .01** Suffixes with the **exception** of Postdoctoral positions
* Departments are responsible to submit Postdoctoral Reappointment EPAFs (See Page 2)
* Employees will be reappointed effective 07/01/18 using FY19 **NBAPBUD** Salary, FTE and Chart V Information
* All **Temporary Change EPAFs** (Employee Class, Salary, FTE, Hours per Day / Pay) continuing on into FY19 will need to be submitted by the Departments
  + For a Temporary Change, use Job Change Reason **CPATM**
  + For a Permanent Change, use Job Change Reason **CPACH or CPADH**
  + If the change is permanent, please note in the EPAF Comments so the Budget Office can permanently change **NBAPBUD**
* Please process **Labor Distribution Change EPAFs** (**GLBDST**) as needed
* For .01 Suffix Faculty, Exempt and Classified employees will most likely be on a ‘default’ Index. If necessary, please change the default Indexes to what it should be for FY19
* Any Permanent (under 9000 Series PCNs .00 or .01 Suffix) Labor Distribution Changes to **NBAPBUD**, please contact Jill Robertson at [budget@uidaho.edu](mailto:budget@uidaho.edu)

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| Employee Types | EPAF Approval Category | Jobs Effective Date | Personnel Date |
| Classified | CLMISC / CCHGPY | 07/02/18 | 07/01/18 |
| Exempt | NMSCCH / NCHPAY |
| FY Faculty, AY Faculty (Deferred Pay) | FMSCCH / FCHPAY |
| **AY Faculty (Standard Pay)** | FMSCCH / FCHPAY | 08/13/18 | 08/12/18 |
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| Classified, Exempt, FY Faculty, AY Faculty (Deferred Pay) | GLBDST | 07/01/18 | 07/01/18 |
| **AY Faculty (Standard Pay)** | GLBDST | 08/12/18 | 08/12/18 |

**Fiscal Year 2019 Reappointment Guidelines for Postdoctoral positions**

* Departments will be responsible to submit Reappointment EPAFs for Postdoctoral positions with an .01 Suffix – *This means YOU*! ☺
  + Please run the Employee Termination Report (**NWREMPT**) in Banner to find any Postdoctoral positions
  + Postdoctoral Reappointment EPAFs are due by **July 10, 2018 5:00 pm**
* These EPAFs can be submitted beginning on **Monday, July 2nd, 2018**
  + **Do not** start these EPAFs prior to this date as there is crucial information within the EPAF system that needs to change between fiscal years
* EPAF Category to use for Postdoctoral positions is **ZTNFY1**
  + Query Date, Jobs Effective and Personnel Date: **07/01/2018**
  + Default Earnings = **REX**; Make sure to update the Effective Date and Hours or Units
  + Labor Distribution – Use Chart V Indexes and Account Code (**E4106**)
* Change in Employee Compensation (CEC) for Postdoctoral .01 Suffix Employees
  + If eligible, the salary increase for FY19 should be included in the EPAF
  + The Annual Salary should divide evenly by hours worked (please)
  + Include FY19 CEC / Salary Increase info in the EPAF Comments
  + Work with your Fiscal Officer as needed for the increase amount

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| **Employee Type** | **Chart V** | **Expense Code Title** | **Employee Class (ECLS)** |
| Faculty | E4105 | Faculty | F1, F2, F3, F4, F6, F7, F8, FF, FC |
| E4107 | Sal-Admin Increment | F1, F2, F3, F4, F6, F7, F8, FF, FC |
| **E4145** | Temporary Faculty – **Lecturer** | F9 |
| Summer Session | **E4108** | Summer Salary | SS |
| Staff | **E4106** | Classified | C1, C2, C3, N1, N2, N3 |
| Exempt | E1, E2, E3, E4, EC |
| Postdoctoral Fellow | P1, P2, P3, P4 |
| E4140 | Shift Differential | All Staff |
| Grad Assistant | **E4109** | RA/TA/SA Salary | GA |
| Temp Help | E4110 | Temp Help Non-Student | T1, T4, T5, AC, TC, TE |
| E4135 | Temp Help Student | ST, WS, T6 |